

**Title:** *Employee Status Update to Permanent at End of Probationary Appointment*

**Processes :**

**Sub-Processes :**

HRMS Training Documents

## Employee Status Update to Permanent at End of Probationary Appointment

PA40

### Change History

Update the following table as necessary when this document is changed:

| Date      | Name           | Change Description |
|-----------|----------------|--------------------|
| 6/23/2006 | Chylynn Hansel | New Procedure      |
|           |                |                    |

State of Washington HRMS

**File name:** EE\_STATUS\_ENDOFPROBATIONARY\_APPOINTMENT.DOC  
**Version:** SME Approved Script  
**Last Modified:** 12/19/2008 9:27:00 AM  
**Reference Number:**

SAP Parent  
Page 1 / 11

## Purpose

Use this procedure to update an employee's status to permanent at the end of a probationary appointment.

## Trigger

Perform this procedure when an employee has completed their probationary appointment.

## Prerequisites

- An employee must be in a probationary appointment and successfully completed their probationary period.

## Menu Path










Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions se the following menu path(s) to begin this transaction:

## Transaction Code

**PA40**

## Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type  | Description   |
|---|---|
| <b>Error</b><br>   | <b>Example:</b>  Make an entry in all required fields.<br><b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.  |
| <b>Warning</b><br>   | <b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.<br><b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| <b>Confirmation</b><br> or  | <b>Example:</b>  Save your entries.<br><b>Action:</b> Perform the required action to proceed.  |

## Procedure


1. Start the transaction using the menu path above or transaction code **PA40**.

### Personnel Actions

The screenshot displays the SAP Personnel Actions (PA40) transaction. The left-hand menu includes options for finding personnel by 'Person', 'Collective search help', 'Search term', or 'Free search'. The main workspace features input fields for 'Personnel no.' and 'From'. A central table, titled 'Personnel Actions', lists various action types with corresponding personnel, employee group, and employee subgroup data. The table includes actions such as New Hire, Change of Status, Concurrent Employment, Appointment Change, Quick Hire, Rehire - Quick Hire, Separation, Rehire, Paid Leave of Absence, Unpaid Leave of Absence, Return from Leave of Absence, Group 2 to 1 New Hire/Tmstr, Group 2 to 1 Rehire/Transfer, Group 1 to 2 Sep/Tmstr, Conversion Correction, and Non-Payroll EE New Hire. The bottom status bar indicates the current record is RT0 (1) (501) and the user is ssvaphrtedci in the INS role.

2. Complete the following fields:

| Field Name    | R/O/C | Description   |
|---------------|-------|---|
| From          | R     | The start date of a record.<br><b>Example:</b> 6/12/2006            |
| Personnel no. | R     | The employee unique identifying number.<br><b>Example:</b> 40000253 |

3. Click  (Enter) to validate the information.

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**Sub-Processes :**

HRMS Training Documents

## Personnel Actions

HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

Find by

- Person
- Collective search help
- Search term
- Free search

Personnel no. 40000253

Name Smith Paul P


PersArea 1110 Dept of Personnel EEGroup 8 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

From 06/12/2006

| Action Type                  | Personn... | EE group | EE subg... |
|------------------------------|------------|----------|------------|
| New Hire                     |            |          |            |
| Change of Status             |            |          |            |
| Concurrent Employment        |            |          |            |
| Appointment Change           |            |          |            |
| Quick Hire                   |            |          |            |
| Rehire - Quick Hire          |            |          |            |
| Separation                   |            |          |            |
| Rehire                       |            |          |            |
| Paid Leave of Absence        |            |          |            |
| Unpaid Leave of Absence      |            |          |            |
| Return from Leave of Absence |            |          |            |
| Group 2 to 1 New Hire/Tmnsfr |            |          |            |
| Group 2 to 1 Rehire/Transfer |            |          |            |
| Group 1 to 2 Sep/Tmnsfr      |            |          |            |
| Conversion Correction        |            |          |            |
| Non-Payroll EE New Hire      |            |          |            |

RT0 (1) (501) ssvaphrtedci INS

- Click on the grey box next to **Change of Status**.
- Click  (Execute) to start the transaction.

## Copy Actions (0000)

The screenshot shows the SAP 'Copy Actions (0000)' transaction. The top bar includes the SAP logo and standard menu options. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The main data area contains the following fields:

- Pers.No.:** 40000253
- Name:** Smith Paul P
- PersArea:** 1110 Dept of Personnel
- EEGroup:** 0 Permanent
- PSubarea:** 0001 Non Represented
- EESubgroup:** 00 Hourly (H) OT Exempt
- Status:** Active
- Start:** 06/12/2006 to 12/31/9999


Below the main data, there are three sections:

- Personnel action:** Action Type: Change of Status, Reason for Action: ☒
- Status:** Employment: Active
- Organizational assignment:** Position: 60004597 HR Consult, Personnel area: 1110 Dept of Personnel, Employee group: 0 Permanent, Employee subgroup: 00 Hourly (H) OT Exempt

At the bottom, there is a table for 'Additional actions' with columns: Start Date, Act, Action type, ActR, and Reason for acti. The table is currently empty.

6. Complete the following fields:

| Field Name        | R/O/C | Description  |
|-------------------|-------|--|
| Reason for Action | R     | Description of the Reason for Action.<br><b>Example:</b> %%% |

7. Click  (Matchcode) to open the selection list.

**Reason for Action (1) 4 Entries Found**

Reason for Action (1) 4 Entries Found


Restrictions

Action Type: UJ  
Name of action type: Change of Status

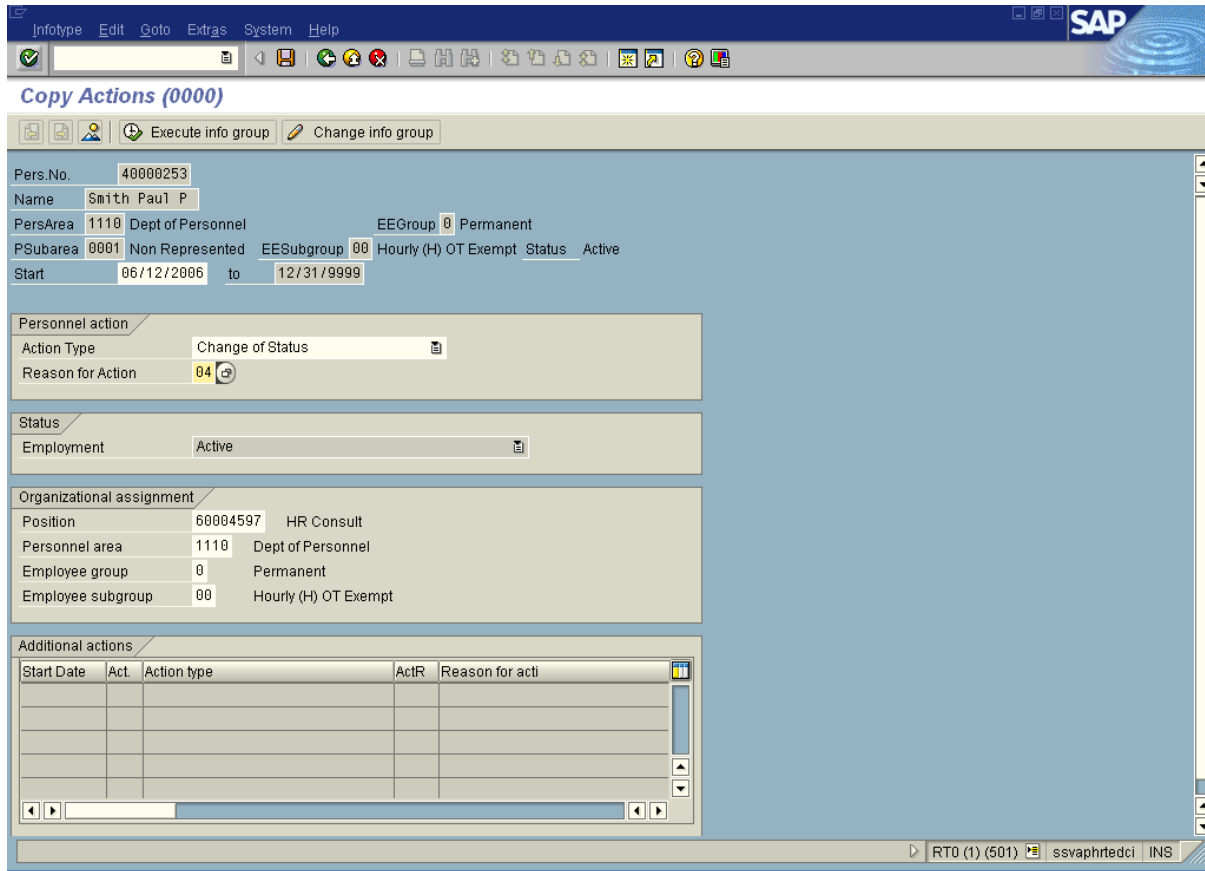
| Ac... | Name of reason for action    |
|-------|------------------------------|
| 02    | Complete In-Training Level   |
| 03    | Complete In-Training Series  |
| 04    | Non-Perm to Permanent        |
| 05    | Transitional Review Complete |

4 Entries Found

8. Click 04 Non-Perm to Permanent .

9. Click  (Enter) to continue.

## Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with icons for saving, deleting, and other actions. The main area is titled 'Copy Actions (0000)' and contains several input fields and sections:

- Pers.No.:** 40000253
- Name:** Smith Paul P
- PersArea:** 1110 Dept of Personnel
- EEGroup:** 0 Permanent
- PSubarea:** 0001 Non Represented
- EESubgroup:** 00 Hourly (H) OT Exempt
- Status:** Active
- Start:** 06/12/2006 to 12/31/9999


Below these fields are three main sections:

- Personnel action:** Action Type: Change of Status, Reason for Action: 04.
- Status:** Employment: Active.
- Organizational assignment:** Position: 60004597 HR Consult, Personnel area: 1110 Dept of Personnel, Employee group: 0 Permanent, Employee subgroup: 00 Hourly (H) OT Exempt.

At the bottom is an 'Additional actions' table with columns: Start Date, Act, Action type, ActR, Reason for acti.

| Start Date | Act | Action type | ActR | Reason for acti |
|------------|-----|-------------|------|-----------------|
|            |     |             |      |                 |
|            |     |             |      |                 |
|            |     |             |      |                 |
|            |     |             |      |                 |
|            |     |             |      |                 |
|            |     |             |      |                 |
|            |     |             |      |                 |

The bottom status bar shows 'RT0 (1) (501)' and 'ssvaphrtedci INS'.

10. Click  (Enter) to validate the information.

11. Click  (Save) to save.

## Copy Organizational Assignment (0001)

Infotype Edit Goto Extras System Help

**Copy Organizational Assignment (0001)**

Org Structure

Personnel No. 48080253 Name Smith Paul P

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Start 06/12/2006 to 12/31/9999

Enterprise structure

CoCode WA01 STATE OF WASHINGTON

Pers.area 1110 Dept of Personnel Subarea 0001 Non Represented

Cost Ctr 1110000000 MISSING\_DEFAULT Bus. Area 1110 Department of Personnel

Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 00 Hourly (H) OT Exempt Contract Probation

Organizational plan

Percentage 100.00 Assignment

Position 60004597 3058

Job key 60004449 1008

Exempt

Org. Unit 60004465 2002

Org.key 3489

Administrator


PersAdmin


Time

PayrAdmin

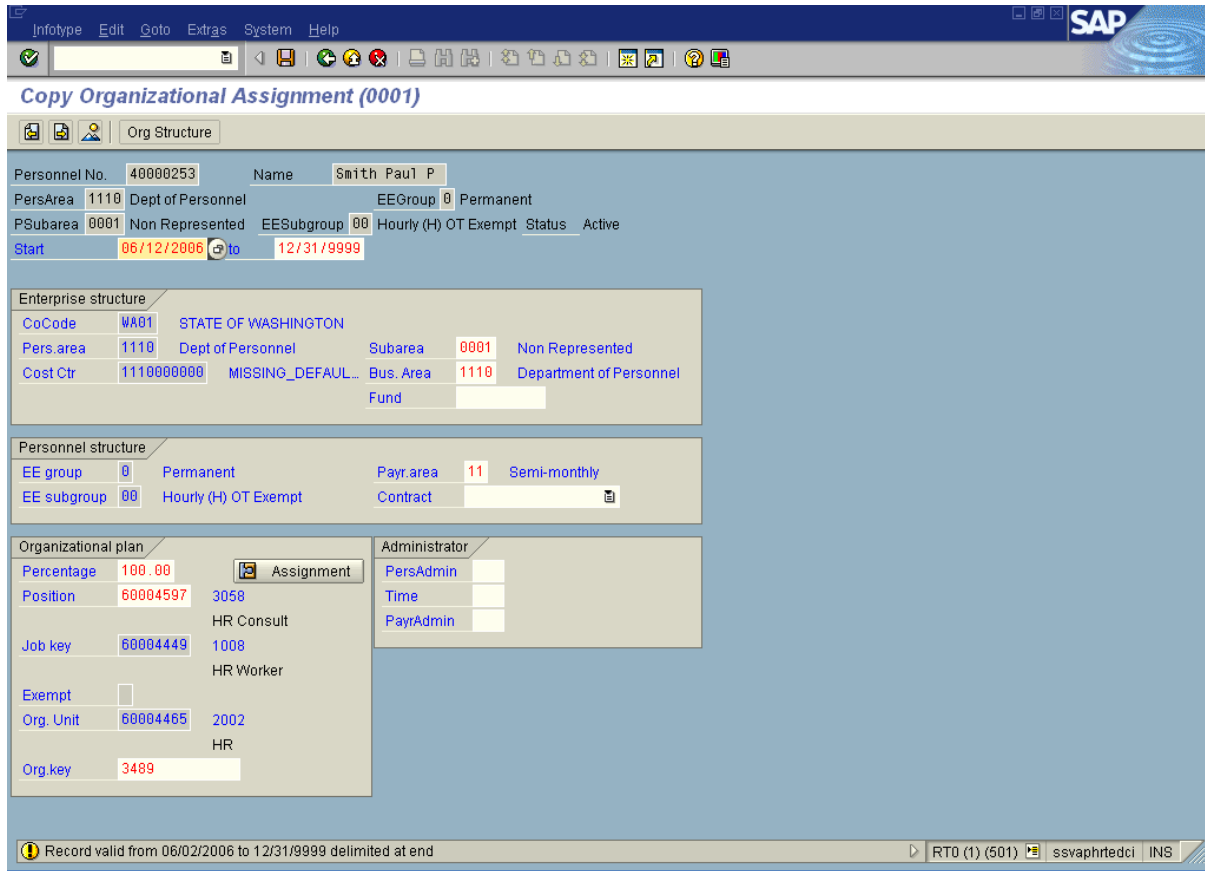
Record created RT0 (1) (501) ssvaphrtedci INS

12. Complete the following fields:

| Field Name | R/O/C | Description  |
|------------|-------|--|
| Contract   | R     | The employee's state status.<br><br>This field should say Probation. There is not a Contract for permanent in this field. Leave this field blank. |

13. Click  (Enter) to validate the information.

## Copy Organizational Assignment (0001)



The screenshot shows the SAP 'Copy Organizational Assignment (0001)' transaction. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main data area contains the following fields:

- Personnel No.:** 48080253, **Name:** Smith Paul P
- PersArea:** 1110, **Dept of Personnel:** EEGroup 0 Permanent
- PSubarea:** 0001, **Non Represented:** EESubgroup 00, **Hourly (H) OT Exempt:** Status Active
- Start:** 06/12/2006 to 12/31/9999

Below the main data area, there are three expandable sections:

- Enterprise structure:** CoCode WA01, STATE OF WASHINGTON; Pers.area 1110, Dept of Personnel; Subarea 0001, Non Represented; Cost Ctr 1110000000, MISSING\_DEFAULT; Bus. Area 1110, Department of Personnel; Fund.
- Personnel structure:** EE group 0, Permanent; Payr.area 11, Semi-monthly; EE subgroup 00, Hourly (H) OT Exempt; Contract.
- Organizational plan:** Percentage 100.00, Position 60004597, 3058, HR Consult; Job key 60004449, 1008, HR Worker; Exempt; Org. Unit 60004465, 2002, HR; Org. key 3489.

On the right side, there is an **Administrator** section with fields for PersAdmin, Time, and PayrAdmin.

At the bottom, a status bar indicates: Record valid from 06/02/2006 to 12/31/9999 delimited at end. RT0 (1) (501) ssvaphrtedci INS.

14. Click  (Save) to save.

## Copy Contract Elements (0016)

The screenshot shows the SAP 'Copy Contract Elements (0016)' transaction. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, and Help. Below the menu is a toolbar with various icons. The main data area contains the following fields:

- Personnel No.: 48080253
- Name: Smith Paul P
- PersArea: 1110
- Dept of Personnel: EEGroup 0 Permanent
- PSubarea: 0001
- Non Represented: EESubgroup 00
- Hourly (H) OT Exempt: Status Active
- Start: 06/12/2006 to 12/31/9999


Below the data area are two expandable sections:

- Contractual regulations**: Contract type is set to Non-Permanent.
- Periods**: Probationary period is empty.

At the bottom, a status bar shows 'Record created', 'RT0 (1) (501)', and user 'ssvaphrtedci' with 'INS' status.

15. Complete the following fields:

| Field Name    | R/O/C | Description   |
|---------------|-------|---|
| Contract type | R     | The status of employment within the State. It will be either Permanent or Non-permanent.<br><b>Example:</b> Permanent |

16. Click  (Enter) to validate the information.

17. Click  (Save) to save.

18. You have completed this transaction.

### Result

You have changed the employee's status to permanent.

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### Comments

None.